Phaser® and WorkCentre®
Small-business-class
Black-and-white
Printers and Multifunction Printers

Xerox® Small-business-class Black-and-white Printers and Multifunction Printers

Evaluator Guide

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Table of Contents

Introducing the Small-business-class Black-and-white Lineup

4 Product Lineup Overview

Evaluating Your Needs

6 Xerox® Printers and Multifunction Printers

Evaluating Productivity

8 Printing and Copying

10 Scanning and Faxing

12 Paper Handling

Evaluating Environmental Sustainability

14

Evaluating Ease-of-use and Management

15

Evaluating Security

17

Evaluating Total Cost of Ownership (TCO) and Cost/Value Benefits

18

Specifications

19 Configuration Summaries and Options

Support and Additional Information Sources

27

Introducing the Small-business-class Lineup

Product Lineup Overview

This Evaluator Guide introduces you to our lineup of small-business-class black-and-white, letter/legal-size printers and multifunction printers. These products are ideal for individuals and small teams of professionals.

To help you select which black-and-white product is the right fit for your specific needs, we provide a simple breakdown of the key Xerox advantages, and explain the performance attributes, capabilities, features and detailed specifications for each Xerox® device.

Below is a quick glimpse of the Xerox® black-and-white printers and multifunction printers covered in this Evaluator Guide. You'll find additional details regarding each device's capabilities, features and benefits in the sections that follow.

Xerox® Phaser® 3250 Printer

- Print
- Ideal for 1 to 5 users
- Print up to 30 ppm
- Recommended monthly print volume: Up to 4,000 pages
- 250-sheet standard paper capacity expandable to 500 sheets

Xerox® Phaser® 3320 Printer

- Print
- Ideal for 1 to 5 users
- Print up to 37 ppm
- Recommended monthly print volume: Up to 6,000 pages
- 300-sheet standard paper capacity expandable to 820 sheets
- Wi-Fi standard on DNI configuration

Xerox® Phaser® 3610 Printer

- Print
- Ideal for 1 to 10 users
- Print up to 47 ppm
- Recommended monthly print volume: Up to 14,000 pages
- 700-sheet standard paper capacity expandable to 2,350 sheets

Xerox® Phaser® 4622 Printer

- Print
- Ideal for 5 to 25 users
- Print up to 65 ppm
- Recommended monthly print volume: Up to 25,000 pages
- 650-sheet standard paper capacity expandable to 3,750 sheets

Xerox® Black-and-white Letter/ Legal-size Multifunction Printers

Need more performance? Xerox offers a full line of advanced black-and-white multifunction printers for every office and every budget. Visit www.xerox.com/office or contact your Xerox sales representative to learn more.

In this guide

Xerox® WorkCentre® 3210/3220 Multifunction Printer

- Print / copy / scan / fax
- Ideal for 1 to 5 users
- Print up to 24/30 ppm
- Recommended monthly print volume: Up to 3,000/4,000 pages
- 250-sheet standard paper capacity expandable to 500 sheets

Xerox® WorkCentre® 3315 Multifunction Printer

- Print / copy / scan / fax / email
- Ideal for 1 to 10 users
- Print up to 33 ppm
- Recommended monthly print volume: Up to 3,000 pages
- 300-sheet standard paper capacity expandable to 820 sheets

Xerox® WorkCentre® 3325 Multifunction Printer

- Print / copy / scan / fax / email
- Ideal for 1 to 10 users
- Print up to 37 ppm
- Recommended monthly print volume: Up to 6,000 pages
- 300-sheet standard paper capacity expandable to 820 sheets
- Wi-Fi standard on DNI configuration

Xerox® WorkCentre® 3615 Multifunction Printer

- Print / copy / scan / fax / email
- Ideal for 3 to 15 users
- Print up to 47 ppm
- Recommended monthly print volume: Up to 12,000 pages
- 700-sheet standard paper capacity expandable to 2,350 sheets
- Legal-sized platen

Evaluating Your Needs

Xerox® Printers and Multifunction Printers

Consider the capabilities you need and the performance requirements of your office.

When evaluating which black-and-white product best addresses your needs, it's important to have a clear understanding of exactly what those needs are.

Do you need a no-frills printer that connects directly to a single workstation? Or does your workload demand a higher-performance device that's designed to support the printing, copying, faxing, scanning and emailing needs of several networked users in a fast-paced environment?

When evaluating your day-to-day office needs, consider these factors:

- Print-only vs. print / copy / scan / fax / email
- Number of users
- Network connectivity
- Output speed
- Recommended monthly print volume
- Paper capacity
- Automatic document feeder
- Automatic two-sided printing
- Maximum print cartridge capacity
- Device dimensions
- Wireless capabilities

Consult the chart on the following page for a device-by-device listing of these capabilities and performance attributes on the Xerox® small-business-class black-and-white lineup.

Capabilities / Performance Attributes

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
Functionality	Print	Print	Print	Print	Print, copy, scan, fax	Print, copy, scan, fax, email	Print, copy, scan, fax, email	Print, copy, scan, fax, email
Number of Users	1 to 5	1 to 5	1 to 10	5 to 25	1 to 5	1 to 10	1 to 10	3 to 15
Network Connectivity	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Wi-Fi	No	Yes (DNI configuration)	Optional	Optional	Optional	Optional	Yes (DNI configuration)	Optional
Output Speed (pages per minute)	30	37	47	65	Up to 24/30 ppm	Up to 33 ppm	Up to 37 ppm	Up to 47 ppm
Duty Cycle	30,000	80,000	110,000	275,000	Up to 30,000/ 50,000 pages per month	Up to 50,000 pages per month	Up to 80,000 pages per month	Up to 110,000 pages per month
Paper Capacity	250 sheet standard 500 sheets max	300 sheet standard 820 sheets max	700 sheet standard 2,350 sheets max	650 sheet standard 3,750 sheets max	250 sheets standard 500 sheets max	300 sheets standard 820 sheets max	300 sheets standard 820 sheets max	700 sheets standard 2,350 sheets max
Automatic Document Feeder	N/A	N/A	N/A	N/A	ADF	ADF	DADF	DADF
Automatic Two-sided Printing	Standard	Standard	**3610N:** Optional **3610DN:** Standard	Standard	**3210:** Manual **3220:** Standard	Standard	Standard	Standard
Dimensions	 **W:** 14.3 in. / 364 mm **D:** 14.5 in. / 370 mm **H:** 9.4 in. / 239 mm **Weight:** 26.19 lbs / 11.88 kg	 **W:** 14.4 in. / 366 mm **D:** 14.5 in. / 368 mm **H:** 10.1 in. / 257 mm **Weight:** 21.8 lbs / 9.9 kg	 **W:** 15.5 in / 393 mm **D:** 16.8 in. / 426 mm **H:** 12.4 in. / 315 mm **Weight:** 28.7 lbs / 13 kg	 **W:** 18.7 in. / 476 mm **D:** 21.3 in. / 541 mm **H:** 16.5 in. / 420 mm **Weight:** 101.4 lbs / 34.6 kg	 **W:** 17.5 in. / 445.2 mm **D:** 16.2 in. / 410.5 mm **H:** 15.6 in. / 395.3 mm **Weight:** **3210:** 30.45 lbs. / 13.8 kg; **3220:** 30.73 lbs. / 13.9 kg	 **W:** 16.7 in. / 424 mm **D:** 16.6 in. / 422 mm **H:** 16.4 in. / 417 mm **Weight:** 31.7 lbs. / 14.4 kg	 **W:** 18.5 in. / 469 mm **D:** 18 in. / 458 mm **H:** 17.6 in. / 447 mm **Weight:** 36.6 lbs. / 16.6 kg	 **W:** 19.5 in. / 495 mm **D:** 19.4 in. / 492 mm **H:** 21.6 in. / 549 mm **Weight:** 47.4 lbs. / 21.5 kg

Evaluating Productivity
Printing and Copying

Consider efficiency tools to enhance printing and copying capabilities.

The basic printing and copying productivity that a device can deliver is a critical consideration when evaluating which printer or multifunction printer to purchase for your office.

Does the device deliver the level of performance required to support the demands of a busy single user or small workteam?

Does it offer the flexibility to create more office document possibilities? Can it be expanded in the future to include additional features for your increasing workload, such as expanded memory?

Are there work-saving features designed to improve office efficiency?

Look for the following performance attributes and helpful features when comparing our lineup of small-business-class Xerox® Phaser® and Xerox® WorkCentre® printers and multifunction printers.

Performance

Output Speed

Measured in pages-per-minute (ppm).

First-page-out Time (FPOT)

For average print jobs of three pages or less, the most important specification is First-page-out Time, which is the time it takes for the device to receive and process print or copy data, and produce the first page.

Adobe® PostScript® 3™

PostScript is a page description language that acts as an interpreter inside the print engine. It translates the information from your computer into a language the printer can understand. Because processing occurs within the device, there is less network traffic and increased efficiency.

PCL®

PCL (Printer Command Language) is a page description language that functions in similar fashion to that of Adobe PostScript. The versions most commonly found with Phaser and WorkCentre printers and multifunction printers are PCL 5c, 5e and/or 6.

Processor

The faster a device's internal processor (measured in Hz), the quicker it is to print complex documents.

Flexibility

Expandable Memory

Several of the printers and multifunction printers discussed in this guide allow the installation of additional RAM, which increases a device's print productivity and enables more advanced features.

Automatic Two-sided Printing and Copying

With automatic two-sided printing, multipage print jobs are automatically printed on the front and back side of each sheet of paper for increased efficiency and reduced paper usage.

Booklet Printing

With booklet printing, the printer driver formats printed documents, such as brochures or handouts, for folding into booklets to create professional-looking collaterals in-house.

N-up Printing, N-up Copying

With N-up printing and N-up copying, multiple pages are reduced in size and then printed/copied on a single sheet of paper. This feature is especially useful when outputting presentations or numerous thumbnail images, or when trying to conserve paper.

Poster Printing, Poster Copying

Poster printing and poster copying enlarge an image by printing/copying portions of it onto multiple pages, which can be secured together to create a poster.

ID Card Copy on Multifunction Printers

Copy both sides of an ID card, driver's license or other small document and print onto a single sheet of paper.

Work-saving Features

RAM Collation

By using the internal RAM to collate multiple sets of multipage print jobs, RAM collation eliminates the need to manually collate documents after the print job is completed.

Automatic Document Feeder (ADF)

An ADF allows you to load a stack of originals for automatic copying, scanning or faxing at the touch of a button. ADF capacities range from 35 sheets to 50 sheets for this class of Phaser and WorkCentre multifunction printers.

Proof Print

When producing multiple sets of the same print job, the proof print feature allows you to print the first set, check it for accuracy, and then either release or delete the remaining sets using the device's front panel.

Productivity

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
Speed (pages per minute)	Up to 30 ppm	Up to 37 ppm	Up to 47 ppm	Up to 65 ppm	**3210:** Up to 24 ppm **3220:** Up to 30 ppm	Up to 33 ppm	Up to 37 ppm	Up to 47 ppm
First-page-out Time (print)	As fast as 8.5 seconds	As fast as 8.5 seconds	As fast as 6.5 seconds	As fast as 7.8 seconds	**3210:** As fast as 9.5 seconds **3220:** As fast as 8.5 seconds	As fast as 6.5 seconds	As fast as 6.5 seconds	As fast as 6.5 seconds
First-page-out Time (copy)	N/A	N/A	N/A	N/A	As fast as 10 seconds	As fast as 12 seconds	As fast as 10 seconds	As fast as 8.5 seconds
PostScript 3	**3250D:** No **3250DN:** Yes	Emulation	Emulation	Emulation	**3210:** No **3220:** Emulation	Emulation	Emulation	Emulation
PCL®	Yes	Emulation	Emulation	Yes	Emulation	Emulation	Emulation	Emulation
Processor	400 MHz	600 MHz	400 MHz	600 MHz	360 MHz	360 MHz	600 MHz	525 MHz
Memory	32 MB standard, expandable to 160 MB	128 MB standard, expandable to 384 MB	512 MB, expandable to 1 GB	256 MB standard, expandable to 768 MB	128 MB standard, expandable to 384 MB	128 MB standard, expandable to 384 MB	256 MB standard, expandable to 768 MB, plus 2 GB hard drive	1 GB standard, 1 GB max.
Automatic Two-sided Printing	Standard	Standard	**3610N:** Optional **3610DN:** Standard	Standard	**3210:** Manual only **3220:** Standard	Standard	Standard	Standard
Booklet Printing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up Printing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up Copying	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Poster Printing	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Poster Copying	N/A	N/A	N/A	N/A	Yes	No	Yes	No
ID Card Copy	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Automatic Document Feeder	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Proof Print	No	No	No	No	No	No	No	No

Evaluating Productivity
Scanning and Faxing

Consider the benefits of paperless work processes.

Scanning and faxing powers the conversion of paper to electronic documents, enabling digital distribution and archiving of hard-copy documents for increased workflow efficiency and reduced consumables usage. Additional tools let you manage documents and convert scanned images into editable files.

Xerox® Phaser® and Xerox® WorkCentre® small-business-class multifunction printers include powerful scanning capabilities and helpful features that streamline office-work processes for busy individuals and small workteams.

Scan File Formats

Phaser and WorkCentre multifunction printers allow you to specify the file format into which the scanned document is converted for greater flexibility and to ensure compatibility with potential recipients.

Scanning Capabilities

Scan to PC / Mac

Scan a document at the multifunction printer and route the digital file directly to your workstation via USB connection.

Scan to USB Memory Device

A standard USB port on the front of the multifunction printer accepts any removable USB memory device. Scanned documents can be saved directly to the USB memory device for increased document portability.

Scan to Email

Send scanned documents to one or more email recipients at the same time directly from the multifunction printer. This helpful productivity feature eliminates the need to scan a file to your workstation and emailing the scanned document as an attachment.

Scan to Network

For fast and easy digital archiving, Phaser and WorkCentre multifunction printers with the Scan to Network capability allow you to transfer scanned documents over your network directly to a host server or computer using a specified network protocol, such as FTP or SMB.

Color Scanning

Multifunction printers with color scanning capability allow your color documents to retain their full-color characteristics when scanned at the device.

LDAP Support

The Lightweight Directory Access Protocol, or LDAP, enables the multifunction printer to retrieve recipients' contact information directly from your network, eliminating the need to manually enter email addresses and fax numbers at the device.

Scanning Software

Xerox® Scan to PC Desktop® Software

Phaser and WorkCentre multifunction printers either include or offer Xerox® Scan to PC Desktop software, which enables a robust set of scanning capabilities, such as converting documents into editable Word or Excel files.

Faxing Capabilities

Phaser and WorkCentre multifunction printers help you consolidate office devices without sacrificing the powerful faxing capabilities you rely on as an important communication tool.

Walk-up Fax

With walk-up fax capability, the multifunction printer operates as a traditional fax machine, using a standard telephone connection and 33.6 Kbps transmission speed.

LAN Fax

Multifunction printers with LAN fax functionality let you fax documents directly from your workstation via the print driver.

Fax Forward to Email

With fax forward to email, incoming fax transmissions can be automatically routed directly to your email inbox for convenient fax receipt any place with Internet access.

Fax Forward

Allows you to forward received faxes to other fax machines for easy distribution.

Fax Resolution

The fax resolution for each multifunction printer is specified as the maximum number of dots per inch (dpi).

Secure Fax Receive

When a fax containing sensitive information is received by the multifunction printer, it stays in memory until the intended recipient enters a password at the device and allows the document to print.

Scan Features

	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
Scan File Formats	PDF, JPEG, TIFF, Multi-page TIFF, BMP	Multi-page PDF, JPEG, TIFF, Multi-page TIFF	Multi-page PDF, JPEG, TIFF, Multi-page TIFF	PDF, JPEG, TIFF, Multi-page TIFF
Scan to PC / Mac	Yes	Yes	Yes	Yes
Scan to USB	Yes	Yes	Yes	Yes
Scan to USB Memory Device	Yes **(3220)**	Yes	Yes	Yes
Scan to Email	Yes **(3220)**	Yes	Yes	Yes
Scan to Network	Yes	No	Yes (FTP and SMB)	Yes (FTP and SMB)
Color Scanning	Yes	Yes	Yes	Yes
LDAP Support	No	Yes	Yes	Yes
Xerox® Scan to PC Desktop® Software	Standard: Personal Edition	Standard: Personal Edition	Standard: Personal Edition	Standard: Small Business Edition

Fax Features

	WorkCentre 3210/3220	WorkCentre 3315	WorkCentre 3325	WorkCentre 3615
Walk-up Fax	Yes	Yes	Yes	Yes
LAN Fax (send)	Yes (Windows only)	Yes	Yes	Yes
Fax Forward to Email	Yes **(3220)**	Yes	Yes	Yes
Fax Forward	Yes	Yes	Yes	Yes
Fax Resolution (max)	300 x 300 dpi	300 x 300 dpi	300 x 300 dpi	600 x 600 dpi
Compression Formats	MH, MR, MMR, JPEG, JBIG	MH, MR, MMR, JPEG, JBIG	MH, MR, MMR, JPEG, JBIG	MH, MR, MMR, JBIG
Color Fax Send / Receive	Send only	Send only	Send only	No
Secure Fax Receive	Yes	Yes	Yes	Yes

Evaluating Productivity
Paper Handling

Review your current and future print volumes and media requirements.

When evaluating paper handling capabilities, consider your current and future print requirements. How many print jobs do you run each day? Will you need additional paper trays so you can keep sufficient quantities of different types of paper loaded? Do you print on heavyweight papers and/or different types of media, such as labels and transparencies?

The following considerations should be kept in mind when evaluating this class of Xerox® Phaser® printers and Xerox® WorkCentre® multifunction printers.

Paper Capacity

Ample paper capacity allows you to print more without interruption. If you print a lot, or anticipate an increase in your printing workload, consider adding an extra paper tray.

Automatic Two-sided Printing

If you'd like the ability to produce your own professional-looking collaterals, look for automatic two-sided printing. You'll not only improve the look and feel of your documents, you'll also use less paper.

Automatic Document Feeder

Need to copy multipage documents? An automatic document feeder lets you insert an entire report, presentation or any other multipage collateral into the device and copy every page at the push of a button.

Custom Media and Paper Sizes

The right paper handling capabilities and features allow you to bring more types of color print jobs in house. Consider the variety of media the printer or multifunction printer can handle, such as labels and card stock, and whether the device accepts a wide range of paper sizes.

Paper Handling Hardware

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
Paper Capacity Standard	**Multipurpose Tray:** 1 sheet **Tray 1:** 250 sheets	**Bypass Tray:** 50 sheets **Tray 1:** 250 sheets	**Multipurpose Tray:** 150 sheets **Tray 1:** 550 sheets	**Multipurpose Tray:** 100 sheets **Tray 2:** 550 sheets **Tray 3*:** 550 sheets	**Multipurpose Tray:** 1 sheet **Tray 1:** 250 sheets	**Bypass Tray:** 50 sheets **Tray 1:** 250 sheets	**Bypass Tray:** 50 sheets **Tray 1:** 250 sheets	**Multipurpose Tray:** 150 sheets **Tray 1:** 550 sheets
Optional	**Tray 2:** 250 sheets	**Tray 2:** 520 sheets	**Trays 2-4:** 550 sheets each	**Trays 4-6:** 550 sheets each **High Capacity Feeder:** 2,000 sheets	**Tray 2:** 250 sheets	**Tray 2:** 520 sheets	**Tray 2:** 520 sheets	**Trays 2-4:** 550 sheets each
Automatic Two-sided Printing	Yes	Yes	**3610N:** Optional **3610DN:** Yes	Standard	**3210:** Manual **3220:** Standard	Yes	Yes	Yes
Document Feeder	N/A	N/A	N/A	N/A	ADF	ADF	DADF	DADF

* Standard on DT configurations only.

Media Specifications

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
Media Sizes	**Multipurpose Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm) **Trays 1 and 2:** Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6	**Bypass Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm) **Tray 1:** 4.1 x 5.8 in. to 8.5 x 14 in. (105 x 148 mm to 216 x 356 mm) **Optional Tray:** Custom sizes: 5.83 x 8.27 in. to 8.5 x 14 in. (148 x 210 mm to 216 x 356 mm)	**Multipurpose Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm) **Tray 1:** Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. (148 x 210 mm to 216 x 356 mm) **Trays 2-4 (optional):** Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. (148 x 210 mm to 216 x 356 mm)	**Multipurpose Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm) **Tray 2:** Custom sizes: 3.88 x 5.85 in. to 8.5 x 14 in. (98.6 x 148.5 mm to 216 x 356 mm) **Trays 3-6:** Custom sizes: 5.5 x 8.27 in. to 8.5 x 14 in. (139.7 x 210 mm to 216 x 356 mm) **High Capacity Feeder:** Standard Sizes: Letter, Legal, Folio, A4	**ADF:** 5.6 x 5.8 in. to 8.5 x 14 in. (142 x 148 mm to 216 x 356 mm) **Multipurpose Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in (76 x 127 mm to 216 x 356 mm) **Trays 1 and 2:** Custom sizes: 3 x 5 in. to 8.5 x 14 in (76 x 127 mm to 216 x 356 mm)	**Bypass Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm) **Tray 1:** 4.1 x 5.8 in. to 8.5 x 14 in. (105 x 148 mm to 216 x 356 mm) **Optional Tray:** Custom sizes: 5.83 x 8.27 in. to 8.5 x 14 in. (148 x 210 mm to 216 x 356 mm) **ADF:** Custom Sizes: 5.6 x 5.8 in. to 8.5 x 14 in. (142 x 148 mm to 216 x 356 mm)	**Bypass Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm) **Tray 1:** 4.1 x 5.8 in. to 8.5 x 14 in. (105 x 148 mm to 216 x 356 mm) **Optional Tray:** Custom sizes: 5.83 x 8.27 in. to 8.5 x 14 in. (148 x 210 mm to 216 x 356 mm) **DADF:** 5.6 x 5.8 in. to 8.5 x 14 in. (142 x 148 mm to 216 x 356 mm)	**DADF:** Custom sizes: 5.5 x 5.5 in. to 8.5 x 14 in. (140 x 140 mm to 216 x 356 mm) **Multipurpose Tray:** Custom sizes: 3 x 5 in. to 8.5 x 14 in. (76 x 127 mm to 216 x 356 mm) **Tray 1:** Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. (148 x 210 mm to 216 x 356 mm) **Trays 2-4 (optional):** Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. (148 x 210 mm to 216 x 356 mm)
Media Weights	**Multipurpose Tray:** 16-43 lb. bond (60-163 gsm) **Tray 1 and Tray 2 (optional):** 16-28 lb. bond (60-105 gsm)	**Bypass Tray:** 16 lb. bond to 58 lb. cover (60-220 gsm) **Tray 1 and Optional Tray:** 16-43 lb. bond (60-163 gsm)	**Multipurpose Tray and Tray 1:** 16-43 lb. bond to 80 lb. cover (60-216 gsm) **Tray 2-4 (optional):** 16-80 lb. cover (60-216 gsm)	**Tray 1 (MPT):** 16-58 lb. bond (60-220 gsm) **Trays 2-6:** 16-32 lb. bond (60-163 gsm) **High-Capacity Feeder (optional):** 16-24 lb. bond (60-90 gsm)	**ADF, Tray 1 and Tray 2:** 16-28 lb. bond (60-105 gsm) **Multipurpose Tray:** 16-43 lb. bond (60-163 gsm)	**ADF:** 16-28 lb. bond (60-105 gsm) **Bypass Tray:** 16 lb. bond to 58 lb. cover (60-220 gsm) **Tray 1 and Optional Tray:** 16-43 lb. bond (60-163 gsm)	**DADF:** 12.5-28 lb. bond (50-105 gsm) **Bypass Tray:** 16 lb. bond to 58 lb. cover (60-220 gsm) **Tray 1 and Optional Tray:** 16-43 lb. bond (60-163 gsm)	**DADF:** 13-32 lb. bond (50-125 gsm) **Multipurpose Tray and Tray 1:** 16-43 lb. bond to 80 lb. cover (60-216 gsm) **Tray 2-4 (optional):** 16-80 lb. cover (60-216 gsm)
Media Types	Plain paper	Archive, bond, cardstock, colored, cotton, envelopes, labels, plain paper, preprinted, recycled, thick, thicker, thin, transparencies	Plain, plain thick, card stock, lightweight / heavyweight, rough surface, labels, envelopes, letterhead, hole punched	Archive, bond, cardstock, heavyweight, labels, plain paper, preprinted prepunched, recycled transparencies	Cardstock, envelopes, labels, plain paper, transparencies	Archive, bond, cardstock, colored, cotton, envelopes, labels, plain paper, preprinted, recycled, thick, thicker, thin, transparencies	Archive, bond, cardstock, colored, cotton, envelopes, labels, plain paper, preprinted, recycled, thick, thicker, thin, transparencies	Plain, plain thick, card stock, lightweight / heavyweight, rough surface, labels, envelopes, letterhead, hole punched

For more information, visit **www.xerox.com** to read our recommended media lists.

Evaluating Environmental Sustainability

Consider features that minimize environmental impact.

The environmental impact of an office device can be assessed in a variety of ways. Does it meet ENERGY STAR® standards? Does it have energy saving and paper-saving features? Does the manufacturer have a recycling plan?

In 2007 and 2008, Xerox was named to the Dow Jones Sustainability Index for North America. In addition, we were picked by an independent research firm, KLD, which identifies companies that meet globally recognized standards for corporate responsibility. But our environmental leadership goes far beyond reducing our own environmental footprint. Our products, such as the printers and multifunction printers discussed in this guide, help our customers become greener as well.

With small, toner-only cartridges and a commitment to using cleverly designed packaging, Xerox® products help reduce office waste.

Plus, Xerox was among the first technology companies to set a company-wide target for reducing greenhouse gas emissions. We joined the U.S. EPA Climate Leaders program in 2003 and subsequently set a target to reduce total greenhouse gas emissions by 10 percent from 2002 to 2012. We achieved our first goal six years early and then announced an even more aggressive goal – a 25 percent reduction in total greenhouse gas emissions from 2002 to 2012.

Look for the following attributes when evaluating the environmental sustainability strengths of this class of Xerox® Phaser® printers and Xerox® WorkCentre® multifunction printers.

Energy-saving Features

Energy Star® Qualified

Phaser printers and WorkCentre multifunction printers comply with ENERGY STAR environmental performance standards, ensuring that you'll save money on electricity while also reducing impact on the environment.

Waste-reducing Features

Toner Saver

With Toner Saver mode, less toner is applied to each sheet of paper, further extending print-cartridge life.

Paper-saving Features

Automatic Two-sided Printing

With automatic two-sided printing, multipage print jobs are automatically printed on the front and back side of each sheet of paper for increased efficiency and reduced paper usage.

N-up Printing, N-up Copying

With N-up printing and N-up copying, multiple pages are reduced in size and then printed/copied on a single sheet of paper. This feature is especially useful when trying to conserve paper.

Recycling

Green World Alliance

For qualified Phaser printers and WorkCentre multifunction printers, Xerox makes it fast, easy and free for you to recycle your depleted toner cartridges through our Green World Alliance Recycling Program. Visit **www.xerox.com/gwa** to learn more.

Sustainability Features

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
ENERGY STAR® Qualified	No	Yes	Yes **(3610DN)**	Yes	No	Yes	Yes	Yes
Green World Alliance	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Earth Smart (automates earth-friendly print driver settings)	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Automatic Two-sided Printing	Standard	Standard	**3610N:** Optional **3610DN:** Standard	Standard	**3210:** Manual **3220:** Standard	Standard	Standard	Standard
Toner Saver	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up Printing	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
N-up Copying	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Fax Forward to Email	N/A	N/A	N/A	N/A	Yes **(3220)**	Yes	Yes	Yes

Evaluating Ease-of-use and Management

Take a look at how easy the device is to use and manage on a network.

In most cases, individual users and small businesses have limited access to IT resources. Therefore, it's important that the printer or multifunction printer is easy to install, use and manage.

Evaluate the tools delivered with the printer and multifunction printer, and whether they will ease the task of installing the device and simplify day-to-day usage and management. Is the device simple to operate, and will users quickly feel comfortable with it? Are the user interfaces, both the front panel and print driver, well designed and easy to navigate?

Xerox® Phaser® printers and Xerox® WorkCentre® multifunction printers are designed to be set up and installed by non-technical users. The included Quick Install Guide helps install optional accessories and connect the device to your network and a power source.

Easy-access consumables, such as toner cartridges, allow for fast, easy replacement by any user for minimal device downtime.

Also, all Xerox® drivers are Windows® Hardware Quality Labs (WHQL) certified, ensuring compliance with Microsoft® standards and seamless compatibility with MS Windows environments.

Look for the following attributes and features when evaluating the ease-of-ownership offered by the Phaser and WorkCentre multifunction printers covered in this guide.

Installation and Management

Phaser Installer

Phaser Installer greatly simplifies the driver installation process, getting your printer and multifunction printer up and running in about two minutes – with no computer reboot required.

DHCP

With the DHCP networking protocol, your Phaser or WorkCentre will automatically be assigned an IP address and join your network.

Pre-installed Print Cartridges

Phaser printers and WorkCentre multifunction printers with pre-installed print cartridges are virtually plug-and-play.

Xerox® CentreWare® Internet Services (CentreWare IS)

CentreWare IS is an embedded web server that allows networked users to connect to their printer or multifunction printer via any standard web browser to install print drivers, monitor printer status, view the print job queue, manage settings and properties and access troubleshooting and support resources.

Xerox® CentreWare® Web

Office environments that have multiple printers and multifunction printers connected to their networks can install, monitor, configure, track usage and troubleshoot from any workstation via one convenient and powerful web application. Additionally, the interoperability of CentreWare Web means it can be used to monitor non-Xerox devices as well.

Mac Friendly

And for users in Mac environments, peace of mind comes from knowing that Phaser printers and WorkCentre multifunction printers are the devices of choice for more Mac users than any other brand of office equipment.

Day-to-day Use

Bi-directional Print Drivers

With bi-directional print drivers, two-way communication between your computer and your printer or multifunction printer allows you to receive helpful device-status updates on your screen.

Xerox® Global Print Driver®

This truly universal print driver lets you install, upgrade and manage Xerox® and non-Xerox devices from a single driver.

Xerox® Mobile Express Driver®

For mobile users, the Xerox® Mobile Express Driver makes it easy to find, use and manage Xerox® and non-Xerox devices in every new location.

Xerox® PrintingScout® Software

This driver-based feature monitors and reports any printer condition that prevents a print job from completing successfully. PrintingScout is designed to provide timely and useful information that allows users to identify and resolve their own printing issues.

Front-panel Toner-level Gauges

Conveniently located on the device's front panel, intuitive indicators let users quickly see how much toner remains.

Support and Service

To us, support means providing easy access to the resources you need to ensure your Xerox® device performs at the highest level, continuously delivering optimum results.

Unrivaled Service

Behind every Xerox® product is a large network of North America-based customer support that's unrivaled in the industry and available when you need it. Our service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox.

Customers also have 24/7, Internet-based access to our knowledge base system, which provides problem-specific solutions or guides users through a troubleshooting tree.

Total Satisfaction Guaranteed*

Every Xerox® Phaser® printer and Xerox® WorkCentre® multifunction printer covered in this guide includes our exclusive Xerox Total Satisfaction Guarantee. Recognized as unique in the industry, the Total Satisfaction Guarantee covers every Phaser and WorkCentre device that has been continuously maintained by Xerox or our authorized representatives under a Xerox express warranty or Xerox maintenance agreement.

You decide when you're satisfied.

Visit our support website, at **www.support.xerox.com**, for additional information about the ways in which we help our customers stay more productive, longer.

Installation, Management and Day-to-day Use Features

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
DHCP	Yes	Yes	Yes	Yes	No	Yes	No	No
Pre-installed Print Cartridges	No	Yes	Yes	No	Yes	Yes	Yes	Yes
Xerox® CentreWare® IS	**3250D:** No **3250DN:** Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Xerox® CentreWare® Web	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Xerox® Global Print Driver®	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Xerox® Mobile Express Driver®	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Xerox® PrintingScout®	No	No	No	Yes	No	No	No	No
Front-panel Toner-level Gauges	No	No	Yes	Yes	No	Yes	Yes	Yes
Support for Apple® Bonjour	No	Yes	Yes	Yes	No	Yes	Yes	Yes

* Geography dependent

Evaluating Security

Evaluate whether the device provides the appropriate safeguards at all points of vulnerability.

Security is a critical competency no matter how small your business. Does the device offer the appropriate level of security for your business? Is it scaleable to provide more security if your needs change? The technology you deploy must include the necessary capabilities to protect sensitive data. Xerox® Phaser® and Xerox® WorkCentre® small-business-class printers and multifunction printers provide a variety of security features that safeguard your information on the network and at the device.

Network

802.1X

The 802.1X protocol adds a layer of security to the network to prevent unauthorized devices from establishing a network connection.

HTTPS

Hypertext Transfer Protocol Secure, or HTTPS, provides data encryption and secure identification of network servers.

IPsec

IPsec (IP security) is a suite of protocols for securing Internet Protocol (IP) communications by authenticating and/or encrypting each IP packet in a data stream.

IPv6

IPv6, or Internet Protocol version 6, includes support for a broader range of IP addresses. The enhanced capabilities of IPv6 will provide significant security benefits to network users and administrators, including traffic encryption, integrity validation peer authentication.

IP Filtering

IP filtering blocks potentially harmful data packets, acting like a firewall to safeguard your internal network.

SNMPv3

The SNMPv3 protocol provides significantly enhanced security functions including message encryption and authentication.

SSL

The Secure Sockets Layer (SSL) protocol allows a device to communicate across a network in a way designed to prevent eavesdropping, tampering, and message forgery.

Scan to Email with Authentication

Before using a multifunction printer's Scan to Email function, the user's name and password are authenticated, providing an additional layer of security.

Device

Secure Print

When printing a document, a user chooses a numeric password, and then sends the print job to the multifunction printer. Once at the device, the user enters the numeric password using the front-panel interface and releases the print job.

Secure Fax Receive

When a fax containing sensitive information is received by the multifunction printer, it stays in memory until the intended recipient enters a password at the device and allows the document to print.

Security Features

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
802.1X	No	Yes	Yes	Yes	No	Yes	Yes	Yes
HTTPS	No	Yes	Yes	Yes	No	Yes	Yes	Yes
IPsec	No	Yes	Yes	Yes	No	Yes	Yes	Yes
IPv6	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
IP Filtering	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Mac Address Filtering	No	Yes	No	No	No	Yes	Yes	No
SNMPv3	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes
SSL	No	Yes	Yes	Yes	No	Yes	Yes	Yes
Scan to Email with Authentication	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Secure Print	No	Yes	Yes	Yes	No	Yes*	Yes	Yes
Secure Fax Receive	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes

* WorkCentre 3315 requires optional 256 MB memory upgrade.

Evaluating Total Cost of Ownership (TCO) and Cost/Value Benefits

Consider how a printer or multifunction printer can help you reduce costs.

Affordability is a big consideration when choosing a printer and multifunction printer. Is the product priced competitively with comparable products? How does a multifunction printer compare with purchasing multiple stand-alone devices?

When evaluating a printer or multifunction printer, remember that the total cost includes several factors besides the initial purchase price, including the cost of supplies. Are supply costs competitive? Does the vendor provide fact-based tools and methods to help you assess current TCO?

Low Cost per Page

Laser and LED toner-based printers and multifunction printers are good choices for fast-paced businesses on a budget. Inkjet printers by comparison are often perceived as low cost alternatives, but once ink costs are taken into consideration, they often turn out to have a higher total cost of ownership (TCO) than the higher performing toner-based devices.

Having a choice between high-capacity and low-capacity cartridges can help you manage your budget. Choose high-capacity for cost savings and nonstop printing. Choose standard capacity at a lower price, if printing loads are lighter.

Reduce costs by taking advantage of cost-saving features like toner-saver mode, N-up and two-sided printing.

The Cost of Space

A compact design saves space on your desktop while smaller toner cartridges with minimal packaging use less precious office storage space. A multifunction printer can add new capabilities to your business and consolidate several office products (along with their supplies) into one.

Consolidate and Save

Multifunction printers are useful assets to help manage and control costs by eliminating some of the need for hard copy documents. You can avoid printing altogether with such features as fax forward to email and by saving scanned files directly to a USB memory drive for easy portability.

Reliability and Ease-of-use

TCO can increase significantly for devices that are hard to use and maintain, unreliable, or lack the features and capabilities to efficiently and effectively produce the results you need. Xerox® printers and multifunction printers are known for their ease of use and full-featured functionality.

Cost Saving Features

	Xerox® Phaser® 3250	Xerox® Phaser® 3320	Xerox® Phaser® 3610	Xerox® Phaser® 4622	Xerox® WorkCentre® 3210/3220	Xerox® WorkCentre® 3315	Xerox® WorkCentre® 3325	Xerox® WorkCentre® 3615
Standard and High-capacity Toner Options	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Space-saving Design	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Consolidates Assets and Supplies	N/A	N/A	N/A	N/A	Yes	Yes	Yes	Yes
Toner Save Mode	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Specifications
Configuration Summaries and Options

The following sections provide details about the available configurations of each small-business-class Xerox® Phaser® printer and Xerox® WorkCentre® multifunction printer.

Xerox® Phaser® 3250

	Phaser 3250D	Phaser 3250DN
Speed	Up to 30 ppm (Letter) / 28 ppm (A4)	
Duty Cycle	Up to 30,000 pages / month[1]	
Paper Handling		
Paper Input — Standard	**Multipurpose Tray:** 1 sheet; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm **Tray 1:** 250 sheets; Sizes: Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6	
Optional	**Tray 2:** 250 sheets; Sizes: Letter, Legal, Folio, Oficio, A4, JIS B5, ISO B5, Executive, A5, A6	
Paper Output	150 sheets	
Automatic Two-sided Output	Standard	
Print		
First-page-out Time	As fast as 8.5 seconds	
Resolution	600 x 600 dpi (up to 1200 x 1200 enhanced image quality)	
Processor	400 MHz	
Memory (std/max)	32 MB / 160 MB	
Connectivity	USB 2.0	10/100Base-TX Ethernet, USB 2.0
Page Description Languages	PCL® 6 and 5e emulations, IBM Pro Printer emulation, Epson emulation, GDI	PostScript® 3™ compatibility, PCL® 6 and 5e emulations, IBM ProPrinter emulation, Epson emulation, GDI
Print Features	Watermarks, Poster printing, N-up, Fit to page, Scaling, Overlays, Booklets, Reduce/enlarge, Toner saver, Custom-size pages	
Warranty	One-year Quick Exchange, Xerox Total Satisfaction Guarantee	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

Xerox®
Phaser® 3320

	Phaser 3320
Speed	Up to 37 ppm Letter / 35 ppm A4
Duty Cycle	Up to 80,000 pages / month[1]
Paper Handling	
Paper Input — Standard	**Bypass Tray:** 50 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm **Tray 1:** 250 sheets; Custom sizes: 4.1 x 5.8 in. to 8.5 x 14 in. / 105 x 148 mm to 216 x 356 mm
Optional	**Additional Tray:** 520 sheets; Custom sizes: 5.83 x 8.27 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
Paper Output	150 sheets
Automatic Two-sided Output	Standard
Print	
First-page-out Time	As fast as 6.5 seconds
Resolution	Up to 600 x 600 dpi (1200 x 1200 image quality)
Processor	600 MHz
Memory (std/max)	128 MB / 384 MB
Connectivity	USB 2.0, 10/100/1000Base-T Ethernet, Wi-Fi[2]
Page Description Languages	PCL® 5e and 6 emulations, PostScript 3 emulation
Print Features	Watermarks, Collation, Auto 2-sided prints, N-up, Poster, Booklet print, Custom page size, Fit to page, Scaling, Toner Save mode, Earth Smart mode
Security	Secure HTTPS (SSL), IPsec, 802.1X, SNMPv3, IP Filtering, Secure Print, Mac Address Filtering
Warranty	One-year on-site warranty, earn free service coverage with Xerox eConcierge®, Xerox Total Satisfaction Guarantee

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] DNI configuration only.

Xerox® Phaser® 3610

	3610N	3610DN
Speed	Up to 47 ppm letter / Up to 45 ppm A4	
Duty Cycle	Up to 110,000 pages / month[1]	
Paper Handling		
Paper Input — Standard	**Multipurpose Tray:** Up to 150 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm	
	Tray 1: Up to 550 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm	
Optional	**3 Additional Trays:** Up to 550 sheets each; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm	
Paper Output	250 sheets	
Automatic Two-sided Printing	N/A	Standard
Print		
First-page-out Time	As fast as 6.5 seconds	
Resolution (max)	Up to 1200 x 1200 dpi	
Processor	400 MHz	
Memory (std / max)	512 MB / 1 GB	
Connectivity	10/100/1000Base-T Ethernet, High Speed USB 2.0, Optional Wi-Fi (with Xerox® Wireless Networking Adapter)	
Page Description Languages	PCL® 5e and 6 emulations, PostScript® 3™ emulation, PDF emulation	
Print Features	Booklet printing, Scaling, Fit to page, Watermarks, Custom-size pages, N-up, Toner Save mode, Secure Print, Collation	
Security	Secure HTTPS (SSL, Secure LDAP), IPsec, 802.1X Authentication, Network Authentication, IPv6, SNMPv3, IP Filtering, Secure Print, Secure Fax Receive	
Warranty	One-year on-site warranty, earn free service coverage with Xerox eConcierge®, Xerox Total Satisfaction Guarantee	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

Xerox®
Phaser® 4622

		Phaser 4622DN	Phaser 4622DT
Speed		Up to 65 ppm	
Duty Cycle		275,000 pages / month[1]	
Paper Handling Paper Input	Standard	**Tray 1 (MPT):** 100 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm	
		Tray 2: 550 sheets; Custom sizes: 3.88 x 5.85 in. to 8.5 x 14 in. / 98.6 x 148.5 mm to 216 x 356 mm	
		Optional	**Tray 3:** 550 sheets; Custom sizes: 5.5 x 8.27 in. to 8.5 x 14 in. / 139.7 x 210 mm to 216 x 356 mm
	Optional	**Stand**	
		Tray 4: 550 sheets; Custom sizes: 5.5 x 8.27 in. to 8.5 x 14 in. / 139.7 x 210 mm to 216 x 356 mm	
		Tray 5: 550 sheets; Custom sizes: 5.5 x 8.27 in. to 8.5 x 14 in. / 139.7 x 210 mm to 216 x 356 mm	
		Tray 6: 550 sheets; Custom sizes: 5.5 x 8.27 in. to 8.5 x 14 in. / 139.7 x 210 mm to 216 x 356 mm	
		High Capacity Feeder (Add to Trays 1-4): 2,000 sheets; Standard Sizes: Letter, Legal, Folio, A4	
Paper Output	Standard	500 sheets	
	Optional (Choose one)	**Finisher:** 500-sheet tray, 50-sheet stapling	
		Mailbox: Four 100-sheet bins	
Automatic Two-sided Printing		Standard	
Print First-page-out Time		As fast as 7.8 seconds	
Resolution (max)		600 x 600 dpi, up to 1200 x 1200 enhanced image quality	
Processor		600 MHz Dual Core	
Hard Drive		Optional 320 GB hard drive	
Memory (std / max)		256 MB / 768 MB	
Connectivity		10/100/1000Base-T Ethernet, USB 2.0, optional wireless 802.11n with WPA 2 Enterprise	
Page Description Languages		PCL® 6, PCL 5e, PostScript 3 emulation, PDF, Epson	
Print Features		256 levels of halftone (grayscale), Watermarks, N-up, Fit to page, Scaling, Reduce/enlarge, Toner saver, Print from USB, Print Around, Collation, Secure Print, Personal Print, Smart Duplex	
Warranty		One-year on-site warranty, earn free service coverage with Xerox eConcierge®, Xerox Total Satisfaction Guarantee	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

Xerox® WorkCentre® 3210/3220

	WorkCentre 3210	WorkCentre 3220
Speed	Up to 24 ppm (Letter/A4)	Up to 30 ppm (Letter/A4)
Duty Cycle	Up to 30,000 pages / month[1]	Up to 50,000 pages / month[1]
Paper Handling Paper Input Standard	**Automatic Document Feeder:** 50 sheets; Custom Sizes: 5.6 x 5.8 in. to 8.5 x 14 in. / 142 x 148 mm to 216 x 356 mm **Multipurpose Tray:** 1 sheet; Sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm **Main Tray 1:** 250 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm	
Optional	**Tray 2:** 250 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm	
Automatic Two-sided Printing	NA	Standard
Paper Output	150 sheets	
Print First-page-out Time	As fast as 9.5 seconds	As fast as 8.5 seconds
Print Resolution	600 x 600 dpi (1200 x 1200 enhanced image quality)	
Processor	360 MHz	
Memory (std / max)	128 MB / 384 MB	
Connectivity	10/100Base-TX Ethernet, USB 2.0	
Page Description Languages	PCL® 6 and PCL® 5e emulations (host-based for Mac and Linux)	PCL® 6 and PCL®5e emulations, PDF 1.4, PostScript® 3™ compatibility
Print Features	Custom-size pages, Watermarks, Poster printing, N-Up, Fit to Page, Scaling, Overlays, Reduce/Enlarge, Toner Saver, Print from USB memory drive, Booklet printing	
Copy First-page-out Time	As fast as 10 seconds	
Copy Resolution	Up to 600 x 600 dpi (1200 x 1200 interpolated)	
Copy Features	Reduce/Enlarge (25 – 400 %), Auto background suppression, 3 level darkness control, Collation (ADF only), ID Card Copy, N-Up (2-up, 4-up), Clone (platen only), Poster Copying (platen only)	
	NA	Two-sided (1:2 duplex copy), Manual 2:2 copying (no collation)
Fax	Embedded fax (33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression)[2]	
Fax Features	Secure fax receive, PC/LAN Fax (send only)[3], Fax forward to fax, Junk fax barrier, Searchable address book, Auto reduction, Battery backup, Distinctive ring, Broadcast (multisend) fax, Up to 200 group dial/broadcast locations, 200 speed dial locations, Delayed fax, Memory receive, Color fax send, Fax reports, Up to 300 x 300 dpi, 4 MB (225 pages)	
	NA	Fax forward to email, Two-sided fax receive
Scan Scan Destinations	Scan to application, Network Scan to PC, Scan to USB memory drive	Scan to application, Network Scan to PC, Scan to USB memory drive, Scan to email
Scan Features	Scan to PC Desktop® SE Personal Edition; PDF; JPEG; TIFF; Multi-page TIFF; BMP; Color Scanning; USB, TWAIN, WIA drivers, Up to 4800 x 4800 enhanced dpi	
Security	IP Filtering, SNMPv3, Port Control, IPv6, Secure IPP, Scan to Email with user authentication, Secure fax receive	
Optional	Wireless Network Adapter	
Warranty	One-year return to depot, earn free service coverage with Xerox eConcierge®, Xerox Total Satisfaction Guarantee	

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Analog phone line required.

[3] Windows only.

Xerox®
WorkCentre® 3315

	WorkCentre 3315
Speed	Up to 33ppm Letter / 31 ppm A4
Duty Cycle	Up to 50,000 pages / month[1]
Paper Handling Paper Input Standard	**Automatic Document Feeder (ADF):** 50 sheets: Custom Sizes: 5.6 x 5.8 in. to 8.5 x 14 in. / 142 x 148 mm to 216 x 356 mm **Bypass Tray:** 50 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm **Tray 1:** 250 sheets; Custom sizes: 4.1 x 5.8 in. to 8.5 x 14 in. / 105 x 148 mm to 216 x 356 mm
Optional	**Additional Tray:** 520 sheets; Custom sizes: 5.83 x 8.27 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
Paper Output	150 sheets
Automatic Two-sided Printing	Standard
Print First-page-out Time	As fast as 6.5 seconds
Print Resolution	Up to 600 x 600 dpi (1200 x 1200 image quality)
Memory (std / max)	128 MB / 384 MB
Processor	360 MHz
Page Description Languages	PCL® 5e and 6 emulations, PostScript 3 emulation, PDF emulation
Connectivity	USB 2.0, 10/100Base-T Ethernet
Print Features	Watermarks, Collation, Auto 2-sided prints, N-up, Poster, Booklet print, Custom page size, Fit to page, Scaling, Toner Save mode, Earth Smart mode, Print from USB
Copy First-page-out Time	As fast as 12 seconds
Copy Resolution	Up to 600 x 600 dpi
Copy Features	Automatic background suppression, Darkness control, ID Card Copy, Margin shift, N-up, Job build, Photo mode, Program Ahead
Fax[2] Fax Features	33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression, Address book (up to 200 speed dials, 209 group dials), Resolution up to 300 x 300 dpi, Auto redial, Auto reduction, Color Fax Send, Delayed Send, Fax Forward to Email/Fax, Junk fax protection, Memory Receive, PC Fax (Windows only), Secure Fax
Scan Scan Destinations	Scan to Email, USB, Local PC, Network PC
Scan Features	Up to 4800 x 4800 dpi resolution, 24-bit color / 8-bit grayscale, PDF / JPEG /TIFF (single and multi-page), Xerox Scan to PC Desktop® Personal Edition
Security	Secure HTTPS (SSL), IPsec, Secure LDAP, 802.1X, SNMPv3, IP Filtering, Secure Print (with optional 256 MB Memory upgrade)
Warranty	One-year on-site warranty, earn free service coverage with Xerox eConcierge®, Xerox Total Satisfaction Guarantee

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Requires analog phone line.

Xerox® WorkCentre® 3325

	WorkCentre 3325
Speed	Up to 37 ppm Letter / 35 ppm A4
Duty Cycle	Up to 80,000 pages / month[1]
Paper Handling	
Paper Input Standard	**Duplex Automatic Document Feeder (DADF):** 50 sheets: Custom Sizes: 5.6 x 5.8 in. to 8.5 x 14 in. / 142 x 148 mm to 216 x 356 mm **Bypass Tray:** 50 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm **Tray 1:** 250 sheets; Custom sizes: 4.1 x 5.8 in. to 8.5 x 14 in. / 105 x 148 mm to 216 x 356 mm
Optional	**Additional Tray:** 520 sheets; Custom sizes: 5.83 x 8.27 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
Paper Output	150 sheets
Automatic Two-sided Printing	Standard
Print	
First-page-out Time	As fast as 6.5 seconds
Print Resolution	Up to 600 x 600 dpi (1200 x 1200 image quality)
Memory (std / max)	256 MB / 768 MB plus 2 GB hard drive
Processor	600 MHz
Page Description Languages	PCL® 5e and 6 emulations, PostScript 3 emulation, PDF emulation, XPS®
Connectivity	USB 2.0, 10/100/1000Base-T Ethernet, Wi-Fi[3]
Print Features	Watermarks, Collation, Auto 2-sided prints, N-up, Poster, Booklet print, Custom page size, Fit to page, Scaling, Toner Save mode, Earth Smart mode, Print from USB, Job scheduling, Print from local drive, Save, Save and Print
Copy	
First-page-out Time	As fast as 10 seconds
Copy Resolution	Up to 600 x 600 dpi
Copy Features	Automatic background suppression, Darkness control, ID Card Copy, Margin shift, Booklet creation, Book copying with center erase, Edge erase, N-up, Job interrupt, Job build, Photo mode, Program Ahead, Poster copying
Fax[2]	33.6 Kbps with MH/MR/MMR/JBIG/JPEG compression, Address book (up to 200 speed dials, 209 group dials), Resolution up to 300 x 300 dpi, Auto redial, Auto reduction, Color Fax Send, Delayed Send, Fax Forward to Email/Fax, Junk fax protection, Memory Receive, PC Fax (Windows only), Secure Fax
Fax Features	
Scan	
Scan Destinations	Scan to Email, USB, Folder, FTP, SMB, Local PC, Network PC, Local Drive
Scan Features	Up to 4800 x 4800 dpi resolution, 24-bit color / 8-bit grayscale, PDF / JPEG /TIFF (single and multi-page), Xerox Scan to PC Desktop® Personal Edition
Security	Secure HTTPS (SSL), IPsec, Secure LDAP, 802.1X, Network Authentication, SNMPv3, IP Filtering, Secure Print, Image Overwrite, Mac Address Filtering
Warranty	One-year on-site warranty, earn free service coverage with Xerox eConcierge®, Xerox Total Satisfaction Guarantee

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Requires analog phone line.

[3] DNI configuration only.

Xerox®
WorkCentre® 3615

	WorkCentre 3615
Speed	Up to 47 ppm letter / Up to 45 ppm A4
Duty Cycle	Up to 110,000 pages / month[1]
Paper Handling	
Paper Input — Standard	**Duplex Automatic Document Feeder (DADF):** 60 sheets; Custom sizes: 5.5 x 5.5 in. (140 x 140 mm) to 8.5 x 14 in. (216 x 356 mm) **Multipurpose Tray:** Up to 150 sheets; Custom sizes: 3 x 5 in. to 8.5 x 14 in. / 76 x 127 mm to 216 x 356 mm **Tray 1:** Up to 550 sheets; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
Optional	3 Additional Trays: Up to 550 sheets each; Custom sizes: 5.8 x 8.3 in. to 8.5 x 14 in. / 148 x 210 mm to 216 x 356 mm
Paper Output	250 sheets
Automatic Two-sided Printing	Standard
Print	
First-page-out Time	As fast as 6.5 seconds
Print Resolution	Up to 1200 x 1200 dpi
Memory (std / max)	1 GB / 1 GB
Processor	525 MHz
Page Description Languages	PCL® 5e and 6 emulations, PostScript® 3™ emulation, PDF emulation
Connectivity	10/100/1000Base-T Ethernet, High-Speed USB 2.0, USB Direct Print, Optional Wi-Fi (with Xerox® Wireless Networking Adapter)
Print Features	Booklet printing, Scaling, Fit to page, Watermarks, Custom-size pages, N-up, Toner Save mode, Secure Print, Collation, Print from USB memory device
Copy	
First-page-out Time	As fast as 8.5 seconds
Copy Resolution	Up to 600 x 600 dpi
Fax	
Fax Features[2]	MH/MR/MMR/JBIG Compression, Reject Junk Fax, Distinctive Ring Pattern Detection, Fax Forwarding to Fax, Email and Server with/without Local Print Polling Receive, Delayed Start (up to 24 hours), Broadcast Sending (up to 200 destinations), Fax Address Book (up to 200 speed dial), Secure Fax Receive
LAN Fax Features	Delayed Start (up to 24 hours), Broadcast Sending (up to 30 destinations), Zoom, Auto Fit, Rotation, N-up, Watermark, Phonebook (Up to 500 speed dial numbers, Up to 500 group dial, Phonebook stored on PC)
Scan	
Scan Destinations	TWAIN/WIA scanning via USB or Network, Scan to Computer via SMB, Scan to Server via FTP, Scan to Email with LDAP support, Scan to USB Memory Device, WSD Scanning, Scan to Device Memory[3]
Scan Features	JPEG/TIFF/Multipage TIFF/PDF File Formats, Email Address Book (up to 100 Email addresses, up to 10 Email group addresses), Express Scan Manager, Xerox® Scan to PC Desktop® SE Small Business Edition (1-seat license), Scan to Network Address Book (up to 32 destinations)
Security	Secure HTTPS (SSL, Secure LDAP), IPsec, 802.1X Authentication, Network Authentication, IPv6, SNMPv3, IP Filtering, Secure Print, Secure Fax Receive
Warranty	One-year on-site warranty, earn free service coverage with Xerox eConcierge®, Xerox Total Satisfaction Guarantee

[1] Maximum volume capacity expected in any one month. Not expected to be sustained on a regular basis.

[2] Analog phone line required.

[3] Requires optional Productivity Kit.

Support and Additional Information Sources

Unrivaled Service and Support

Behind every Xerox® product is a large network of customer support that's unrivaled in the industry and available when you need it. Xerox service professionals use leading-edge technologies to keep you up and running. They're even linked to the engineers who designed your product, so you can be confident when you choose Xerox. And genuine Xerox® supplies are always readily available.

Total Satisfaction Guaranteed*

The exclusive Xerox Total Satisfaction Guarantee, recognized as unique in the industry, covers every Xerox® Phaser® and WorkCentre® device that has been continuously maintained by Xerox or its authorized representatives under a Xerox express warranty or Xerox maintenance agreement. You decide when you're satisfied.

Xerox® Office Services Support

Asset Management Services

- Asset Optimization and Tracking – Process and tools to optimize an enterprise's office output infrastructure and reduce hard costs.
- Break-Fix Management – Single point of ownership and management for break-fix service of all brands of office output devices, regardless of manufacturer.
- Supplies Management – Process and tools to procure, monitor and replenish all document-related supplies proactively.

Imaging and Output Management Services

- Output Management – Single point of management of office output from all output devices, regardless of manufacturer.
- Image Capture and Workflow – Cost-efficient solutions for capturing, managing, retrieving and distributing information into digital repositories.

Support Services

- Technology Procurement and Deployment – A creative and flexible end-to-end print/computer product acquisition solution that uses a single-point-of-contact model while lowering the total cost of acquisition.
- Help Desk Services – A broad range of enterprise services, managed through a centralized single point of contact and delivered through either an on-site or off-site model.
- End User Services – Microsoft software implementation, IT project consulting, and customer education.

Access Managed Services

Student and Library Patron Access – Custom designed and implemented customer-managed solutions.

Xerox eConcierge® Program*

Free extended service coverage for eligible Xerox® printers and multifunction printers through Xerox eConcierge®. Let the free Xerox eConcierge SuppliesAssistant vastly simplify every aspect of tracking and ordering printer supplies for your networked printers for Xerox, HP, Lexmark and other leading brands.

The Xerox® SuppliesAssistant® desktop application sends an automatic alert when supplies are low and it's time to order replacements–before you run out. The application automatically identifies each printer model and its associated supplies, so you don't have to. It even provides options like standard- and high-capacity toner cartridges, when available.

Additional Information Sources

Customer Documentation:

- Installation Guide
- Quick Use Guide
- Software and Documentation CD-ROM

On the Web:

Visit **www.xerox.com/office** for:

- Product, supplies, and support information
- Downloading drivers
- Finding your local reseller
- Online documentation

Visit **www.xerox.com/office/support** for:

Support and service information, including the same troubleshooting Knowledge Base used by Xerox Customer Support staff to provide the latest technical information on:

- Application issues
- Errors
- Print-quality issues
- Troubleshooting

* Geography dependent

Questions? Comments? Problems?

For more information about the Xerox® Phaser® and Xerox® WorkCentre® Black-and-white Printers and Multifunction Printers, please contact your Xerox sales representative, or visit us on the web at **www.xerox.com/office**.

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